

## Revision History

All changes subsequent to the initial release of this manual are listed below. Please update the manual with the pages listed under the Revision Pages column.

Date	Revision Pages	Patch Number	Description
02/02	iia-iib; v-vi; 1-(2); 63-64;  91-92b;  107-110.	PSA*3*21	Add Revision History pages iia and iib. Replace pages v and vi with updated Table of Contents. Remove intranet information from Introduction. Replace pages 63-64 with revised Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu. Replace pages 91-92 with pages 91-92b. Added new options to Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu: Edit Verified Invoices, Delete Un-processed Invoices, and Setup Mail Message Recipients. Update Index to include new options; text shifted. Pages in parentheses not changed but included for two-sided copying.
10/97			Original Released User Manual.

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# Introduction

## Package Functional Description

The Drug Accountability/Inventory Interface (DA) software package provides functionality to maintain a perpetual inventory of drugs. Interfacing with the Generic Inventory Package (GIP) and the prime vendors' invoice data increments drug balances in pharmacy locations and master vaults. Pharmacy's dispensing software packages pass dispensing data to DA which decrements the drug balances in pharmacy locations.

## About This Manual

This manual contains a description of all Drug Accountability/Inventory Interface options. It is divided into two sections. The first section consists of GIP Interface Menu options. The second section consists of Prime Vendor Interface Menu options. A glossary is located at the end of this manual and contains definitions of commonly used words.

## Icons

Icons used to highlight key points in this manual are defined as follows:



Required security keys



Indicates the user should take note of the information.

## Special Instructions for the “First Time” Computer User

If you are unfamiliar with the DA package or other Veterans Health Information Systems and Technology Architecture (VISTA) software applications, we recommend that you study the DHCP (Decentralized Hospital Computer Program) User's Guide to Computing. This orientation guide is a comprehensive handbook benefiting first time users of any VISTA application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management (IRM) staff.

## Special Notations

In this manual, the user's response is underlined and in bold type, but will not appear on the screen underlined and bold. The underlined and bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

Every response you type must be followed by pressing the return key (or enter key for some keyboards). Whenever the return or enter key should be pressed, you will see the symbol <RET>. This symbol is not shown but is implied if there is underlined and bold input.

Throughout the package, help frames may be accessed from most prompts by entering one, two, or three question marks (?, ??, ???).

Within the examples representing actual terminal dialogues, the author may offer information about the dialogue. This information is enclosed in brackets (e.g., [Select Print Device]) and will not appear on the screen.

# Chapter Three: Orders Menu

## [PSA ORDERS MENU]

The Orders Menu allows the user to upload, process, verify, and print prime vendor invoices. It also allows memo data to be entered.



This option is locked by the PSA ORDERS key.

- 1 Upload and Process Prime Vendor Invoice Data*
- 2 Process Uploaded Prime Vendor Invoice Data*
- 3 Verify Invoices*
- 4 Print Orders*
- 5 Credit Resolution*
- 6 Edit Verified Invoices*
- 7 Delete Un-processed Invoices*
- 8 Setup Mail Message Recipients*

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## Credit Resolution

### [PSA CREDIT RESOLUTION]

This option allows the user to enter credit memo data.



It is locked with the PSA ORDERS and PSAMGR keys.

When an adjustment is made to the invoice that decreases the total cost, the invoice is flagged as awaiting a credit. The invoice will continue to be flagged until the total credits equals the adjustment(s). If you receive a credit memo and are unsure which invoice to apply the credit to, use the *Outstanding Credits* option under the *Maintenance Reports Menu* to print a report of all outstanding credits.

## Edit Verified Invoices

### [PSA EDIT VERIFIED INVOICE]



It is locked with the PSAMGR key.

This option allows the user to change elements of a verified invoice.

Select Orders Menu Option: Edit Verified Invoices

VERIFIED INVOICE ALTERATION SCREEN

The user selects an order number with a status of verified.

Select Order Number: C18442037N

[Then selects an invoice from the order]

Select Invoice Number: 2054031 03-16-01

## Orders Menu

A screen with the available line items is displayed.

```

                                EDIT VERIFIED INVOICED ITEM SCREEN
=====
#   Drug/Item Name                Order Unit   Qty.   NDC
=====
1  ACETAMINOPHEN 1000MG TABLET    BT      15    063481013275

Enter the corresponding item number to edit: 1  *ACETAMINOPHEN 1000MG
TABLET
Qty Invoiced: 15
Order Unit   : BT (BT)                NDC: 063481-0132-75
Unit Price   : $1.71                   VSN: 4003463

Dispense Units: MG
Dispense Units Per Order Unit: 1000

=====

Select (D)rug or (O)rder Unit

```

The user can opt to alter the drug name or the associated order unit.

```

Select (D)rug or (O)rder Unit drug
Current Drug : ACETAMINOPHEN 1000MG TABLET

Select name of Correct Drug: ACETAMINOPHEN 325MG TABLET      CN103

```

After selection of the drug, the program will compare the data in the invoice, with the data in the Drug file. The user will then be asked to enter the Dispense Units, and Dispense Units per Order Unit.

```

Comparing drug file data...
Please Enter an appropriate Dispense Unit
DISPENSE UNIT: TAB// <ENT>

Please enter the appropriate Dispense Units per order unit
DISPENSE UNITS PER ORDER UNIT: 1000// 100

Are you sure about this ? NO// ?
Answer yes, and the data on file for the current drug will be transferred
to the new drug selection. That includes Order Unit, Dispense Unit,
Dispense Units per Order Unit, etc.

Are you sure about this ? NO// Y
Removing 15 from ACETAMINOPHEN 1000MG TABLET
Adding 15 to ACETAMINOPHEN 325MG TABLET
Entering new drug selection as an adjustment.
updating pharmacy location file.
updating transaction file.

```

## Delete Un-processed Invoices [PSA DELETE INVOICES]



It is locked with the PSAMGR key.

This option deletes any un-processed invoices older than the date the user specifies. Only personnel who hold the PSAMGR key will have access to this process.

```
Select Orders Menu Option: Delete Un-processed Invoices
Delete invoices older than what date: T-6M
Finished
```

## Setup Mail Message Recipients [PSA MSG RECIPIENTS]



It is locked with the PSAMGR key.

This option is used to enter/delete personnel from the two mail groups used for notifying personnel of a change in NDC and/or Drug Price, and when drugs are below reorder levels.

```
Select Orders Menu Option:  Setup Mail Message Recipients

SETUP RECIPIENTS OF MAILMESSAGE SCREEN
=====
Currently, any user who holds the 'PSA ORDERS' key, receives the mail
message
'Drug Balances Below Reorder Level' & 'NDC/PRICE change messages'.
Two mail groups have been established to determine who receives the
message.

Members added to the mail group must first possess the 'PSA ORDERS' key.

Do you want to edit the users for the PSA REORDER LEVEL mail group?
YES//<ENT>

Select NEW PERSON NAME: PERSON,TEST

Select 'A' to Add the user or 'D' to delete the user. ADD//<ENT>

task completed.
```

There are two messages the user could receive from either action, the messages are: “task completed” and “Sorry, couldn’t perform task.” These messages are self-explanatory. If the program says it couldn’t perform the task of adding the user, that means that the user is already a member of the mail group. The same holds true for deleting users.

To illustrate this, we’ll try to add the same user again.

```
Select NEW PERSON NAME:      PERSON,TEST

Select 'A' to Add the user or 'D' to delete the user. ADD//<u>ENT</u>

Sorry, couldn't perform action.
Select NEW PERSON NAME: <u>ENT</u>
```

Press the Enter key to access the next mail group.

```
Do you want to edit the users for the PSA NDC UPDATES mail group?
YES//<u>ENT</u>

Select NEW PERSON NAME:      PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//<u>ENT</u>
task completed.
```

To illustrate the message displayed when trying to add a user who is already on file:

```
Select NEW PERSON NAME:      PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//<u>ENT</u>
Sorry, couldn't perform action.
```

To delete a user from the mail group:

```
Select NEW PERSON NAME:      PERSON,TEST
Select 'A' to Add the user or 'D' to delete the user. ADD//d
task completed.
Select NEW PERSON NAME: <u>ENT</u>
Press ENTURN/ENTER to continue: <u>ENT</u>

Select Orders Menu Option:
```

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